

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

May 11, 2007
Reference #FY07-20

Position Title: Judicial Assistant

Location: U.S. Court of Appeals, 2nd Circuit, New York, NY

Salary Range: Salary JSP 11 (\$58,516 - \$76,072)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: A Circuit Judge for the United States Court of Appeals for the Second Circuit seeks a Judicial Assistant. The incumbent will be responsible for day-to-day management of the operations of judicial chambers as well as providing administrative and secretarial support to a Circuit Judge.

Requirements: Must have be a high school graduate or equivalent, have at least 8 years experience, and have excellent typing skills. The incumbent must be computer literate and have knowledge of WordPerfect, Lotus Notes for email and Excel. Must be able to maintain confidentiality and possess excellent organizational, interpersonal and communication skills.

Application Procedure: *Please submit a cover letter and two (2) résumés* detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit cover letter and résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square
New York, NY 10007
Attn.: Human Resources, Reference #FY07-20

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER